

PIECES Technical Assistance Steering Team

Meeting Minutes

October 22, 2002

Attendees: Pam Roush, Mel Woodcock, Sally Byard, Kay Tilton, Ann Nutt, Bill Huebner, Sherri Ryder, Cathy Jones, Ginger Huffman

Phase I -

- **The committee discussed the potential locations for the county plan technical assistance meetings in December:**
 - **RESA's I & IV - In the Beckley area, possibly Country Inn and Suites**
 - **RESA's II & III - In the Charleston area, possibly Holiday Inn or Civic Center**
 - **RESA's V & VI - In the Parkersburg area**
 - **RESA VII - In the Clarksburg/Bridgeport area**
 - **RESA VIII - In the Berkeley Springs area, possibly Coolfont or Cacapon State Park**

- **Bill's office will handle the logistics of obtaining meeting space. Committee members need to give Bill possible dates in December.**

- **The committee decided to limit attendance to 6 representatives from each county team. Invitations would be sent by Cathy Jones to the county superintendents, asking them to assemble their teams and invite them to the TA meeting for their RESA.**
- **Registration information will be sent back to the Department of Education**

- **Kay Tilton will send back up letters to child care and Bill will inform Head Start directors of upcoming TA meetings.**

- **The following agenda was developed by the committee for the county plan TA meetings:**
 - I. Welcome and Introductions (committee members will take turns doing this)**
 - II. Setting the Stage - Discussion of purpose for collaborative planning, who potentially brings what to the table, principles for writing collaboratively, examples of collaborative models. . .) - Bill Huebner**
 - III. Plan Components - Section by section discussion of intent, and possible resources for the development of the plan**
 - A. The Assessment - Ann Nutt and Kay Carpenter**
 - B. Projecting for Implementation - Cathy Jones**

- C. Abstract - Cathy Jones**
- D. The Plan Design:**
 - 1. Family Involvement - Bill Huebner**
 - 2. Attendance - Ginger Huffman**
 - 3. Early Childhood Community Landscape - Cathy Jones**
 - 4. Personnel Standards - Lynn Jones**
 - 5. Regulation of Facilities/Health and Safety - Kay Tilton**
 - 6. Standards for Preparing Students - Sally Byard**
 - 7. Curriculum and Assessment - Ann Nutt and Sally Byard**
 - 8. Transition and Continuity - Ginger Huffman**
 - 9. Inclusive Environments - Ginger Huffman**
 - 10. Staff Development and Training - Kay Tilton and Ann Nutt**
 - 11. Transportation - Bill Huebner**
 - 12. Program Oversight - Cathy Jones**
 - 13. Financing - Cathy Jones, Kay Tilton, Bill Huebner**
 - 14. Program Evaluation - Sally Byard**

IV Wrap-up

Phase II - The Committee discussed the development of the training sessions for Phase II. They decided to offer the three topics (Visioning and Planning, Facilitation, and Conflict Resolution) in half day sessions repeating in the afternoon to give participants a choice of two. These sessions will be offered in January, possibly in Flatwoods. There may be a need to offer these sessions on two different days.

The committee further discussed the need to provide a full day of training on braided funding. It was decided to offer this training twice, once in the northern part of the state, and once in the southern part. Possible resources to help this training will be: QUILT, the Regional Office, Peggy Hayden. We also may need a resource person to help with fair labor relations issues.

The focus of the training sessions for Phase II will be somewhat of a “train the trainer” model to assist participants in taking information back to their local teams for application.

The committee set the next meeting for Wednesday, November 13th at 2:00 pm at the Charleston Marriott.